

MANSFIELD TOWNSHIP COMMITTEE MEETING

October 23, 2019

This is a regular meeting of the Mansfield Township Committee. The notice requirements of the law have been satisfied for this meeting by notice to the Star Gazette and Express Times of the time, date and location thereof. Notice was also posted on the announcement board located in the Municipal Building.

Roll Call: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Salute to the flag was done by all.

APPROVAL OF THE MINUTES:

Mr. Hayes made a motion to approve the minutes from the Regular Session Meeting of October 9, 2019, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays: None

Absent: None

Abstain: None

Mr. Hayes made a motion to approve the minutes from the Executive Session Meeting of October 9, 2019, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays: None

Absent: None

Abstain: None

LIFE SAVING AWARD:

Patrolman David Hanf was presented the Life Saving Award for an act performed in the line of duty resulting in the saving of a life. The woman involved was present to personally thank Officer Hanf.

BILL LIST:

Mr. Hayes made a motion to approve the October 23, 2019 Bill List, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays: None

Absent: None
Abstain: Mr. Farino

CLERK'S REPORT:

Ms. Hrebenak reported she has a 50/50 raffle license application for Mansfield Township PTA, held on December 16th at 7 pm. All items are in order and a motion is needed for approval.

Mrs. Mora Dillon made a motion to approve the raffle license application, which was seconded by Mr. Hayes.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters
Nays: None
Absent: None
Abstain: None

FINANCE REPORT:

Mrs. Fascenelli reported that Mrs. Mollineaux distributed the budget requests for 2020 today to department heads. Mrs. Mollineaux would like them back by December 2nd.

EMPLOYEES' REPORTS:

Mrs. Fascenelli reported:

- Town-Wide Free Paper Shredding Event – held on Saturday, October 19th, had 72 residents participate along with the purging of Municipal paperwork. A respectable amount of 2.635 tons (5,270 lbs.) was shredded.
- Operation Toy Train (Toys for Tots) – Arriving at 11:55 am to the Port Murray Train Station on December 7th to collect toys; departing at 12:25 pm. The Marines and Santa will be on the train for photo opportunities. Mayberry's is decorating and sending out flyers in hopes of a good turnout for the event.

ENGINEER'S REPORT:

- DOT Projects – Mr. Kastrud reported he is working on completing the DOT projects to get them off the books by the end of the year.
- Valley Road Bridge – Mrs. Mora Dillon asked about any grant information Mr. Kastrud was looking into. Mr. Hayes said it was about the county bridge on Valley Road. Mayor Watters stated it has not been fixed yet.
- Airport Road – Mr. Hayes confirmed with Mr. Kastrud that the Airport Road Bid Specs

would be out by the first of the year and awarded by early spring for a summer project when schools are out. The grant has to be award 24 months after we agree to take it. Mr. Kastrud and Mrs. Mollineaux will go over budget numbers to be worked into the budget discussions. Mayor Watters confirmed the cost would be much more than the grant. Mr. Kastrud will contact Mrs. Mollineaux as to the specific dates to have it in place for the budget discussions.

PUBLIC PORTION:

Mrs. Thompson requested a meeting with the Zoning Officer for tomorrow.

Mayor Watters asked if anyone else wanted to speak, seeing none, closed the Public Portion.

RESOLUTIONS:

**RESOLUTION # 2019-145
TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY
OVERPAYMENT OF TAXES**

WHEREAS, the following property, Block 2724, Lot 2 located in the Township of Mansfield, County of Warren, NJ has an overpayment of \$94.49 for 2019 property taxes.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield this 23RD day of October, 2019 that the Tax Collector and Township Finance Office are hereby authorized to refund the following overpayment:

Harriet Hassell
18621 Darren Court
Leesburg, VA 20176

Refund: \$94.49

Mr. Hayes made a motion to approve Resolution 2019-145, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays: None

Absent: None

Abstain: None

Resolution #2019-146

A RESOLUTION AUTHORIZING THE ISSUANCE OF REQUESTS FOR PROPOSALS FOR PROFESSIONAL SERVICES TO THE TOWNSHIP OF MANSFIELD FOR LEGAL, FINANCIAL, ENGINEERING, AND RISK MANAGEMENT SERVICES

WHEREAS, as of January 1, 2006, N.J.S.A. 19:44A-20.1 et seq., commonly known as the “State Pay to Play” law, enacted by the New Jersey State Legislature became effective; and

WHEREAS, pursuant to N.J.S.A. 19:44A-20.1 et seq., a municipality may not award contracts with a value in excess of \$17,500.00 to a business entity which has made reportable contributions in excess of \$300.00, in the aggregate, to the said municipality’s political parties or to any candidate’s committee of any person serving in an elective public office of the said municipality when such contract was awarded, unless said business entity is awarded a contract under a “fair and open process” pursuant to N.J.S.A. 19:44A-20.1 et seq.; and

WHEREAS, a “fair and open process” constitutes the following: (1) public advertisement of a Request for Proposals (hereinafter the “RFP”) with ten (10) calendar days notice prior to the receipt of responses to the RFP; (2) award of contract under a process that provides for public solicitation of qualifications; (3) award of contract under publicly disclosed criteria established, in writing, by the municipality prior to the solicitation of qualifications; and (4) the municipality shall publicly open and announce the qualifications when awarded; and

WHEREAS, it has become necessary for the Township of Mansfield (hereinafter the “Township”) to engage legal, financial and engineering professionals and the Township desires to appoint such professionals for 2020 by a “fair and open process” pursuant to N.J.S.A. 19:44A-20.1 et seq.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren and State of New Jersey that requests for RFPs for professional services for the following professional services for the Township and its agencies are hereby authorized:

1. Township Attorney
2. Township Auditor
3. Bond Counsel
4. Township Engineer
5. Township Prosecutor
6. Public Defender
8. Planning Board Attorney
9. Planning Board Planner
10. Planning Board Engineer

BE IT FURTHER RESOLVED, that all of the RFPs for the professional services as set forth hereinabove shall be prepared and published in accordance with N.J.S.A. 19:44A-20.1 et seq. and all such RFPs shall be evaluated on the basis of the most advantageous RFQ, all factors considered, including, but not limited to: (1) experience and reputation in the profession; (2) knowledge of the subject matter to be addressed under contract; (3) availability to accommodate any required meetings of the Township or Township Agency; (4) and any other factors if demonstrated to be in the best interest of the Township or Township Agency.

Mrs. Mora Dillon made a motion to approve Resolution 2019-146, which was seconded by Mr. Hayes.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays: None

Absent: None

Abstain: None

2019-147

A RESOLUTION OF THE *TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANSFIELD* AUTHORIZING THE SALE OF SURPLUS PERSONAL PROPERTY NO LONGER NEEDED FOR PUBLIC USE ON AN ONLINE AUCTION WEBSITE

November 8, 2019

WHEREAS, the *Township of Mansfield* has determined that the property described on Schedule A attached hereto and incorporated herein is no longer needed for public use; and

WHEREAS, the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c. 30) authorizes the sale of surplus personal property no longer needed for public use through the use of an online auction service; and

WHEREAS, the *Township of Mansfield* intends to utilize the online auction services of *GovDeals* located at www.govdeals.com; and

WHEREAS, the sales are being conducted pursuant to the Division of Local Government Services' Local Finance Notice 2008-9,

NOW, THEREFORE, BE IT RESOLVED by the *Township of Mansfield* Committee of the *Township of Mansfield* in the County of Warren, State of New Jersey, that the *Township of Mansfield* is hereby authorized to sell the surplus personal property as indicated on Schedule A on an online auction website entitled www.govdeals.com/mansfieldtownship; and be it further

RESOLVED, that the terms and conditions of the agreement entered into between *GovDeals* and the *Township of Mansfield* are available at www.govdeals.com and in the *Township of Mansfield, Warren County* Clerk's office;

Mr. Hayes made a motion to approve Resolution 2019-147, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters
Nays: None
Absent: None
Abstain: None

ORDINANCE:

Second Reading

**ORDINANCE # 2019-07
AN ORDINANCE TO PROVIDE FOR AND DETERMINE THE SALARY AND HOURLY RATE FOR EMPLOYEES
OF THE TOWNSHIP OF MANSFIELD**

BE IT ORDAINED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey as follows:

SECTION 1, The salary and hourly rate of compensation for the following employees of the Township of Mansfield is determined to be as follows:

POSITION	RANGE
Recycling Attendant	\$ 30.00 / HR - \$ 55.00 / HR
Mechanic/Laborer	\$ 30,000.00 - \$ 62,000.00 annum

The above ordinance was introduced for First Reading by the Mayor and Township Committee of the Township of Mansfield, Warren County at the regular meeting held on September 25, 2019 and a Final Adoption at Public Hearing to be held October 23, 2019, at 7:30 p.m. at the Municipal Building in for said Township, at which time the public may comment.

Mrs. Mora Dillon made a motion to approve Ordinance 2019-07, which was seconded by Mr. Hayes.

Mayor Watters opened up the meeting for public comment on Ordinance 2019-07, seeing none, closed the public portion.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters
Nays: None
Absent: None
Abstain: None

EXECUTIVE SESSION:

Two matters will be discussed – a personnel dealing with a Rice Notice and a contractual dealing with Butler Park Fire Company. Also, an additional personnel matter dealing with court salary.

Mr. Hayes made a motion to move into Executive Session at 7:45 pm, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays: None

Absent: None

Abstain: None

Re-enter Regular Session at 8:51 pm. Mr. Lavery stated they discussed a personnel matter regarding a Rice Notice of the OEM, a contractual matter dealing with the Butler Park Fire Company, a personnel matter dealing with the municipal court violations clerk, and a personnel matter dealing with a potential DPW hire. No official action was taken. Copies of these minutes will be available at such time the Committee determines there is no longer a harm to the public interest.

- Mr. Lavery requested a motion to execute the agreement with Butler Park Fire Company that was discussed in Executive Session.

Mr. Hayes made a motion to execute the agreement with Butler Park Fire Company, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays: None

Absent: None

Abstain: None

- Mr. Lavery requested a motion to hire a court violations clerk on a part-time basis at the rate of \$15 per hour.

Mr. Hayes made a motion to hire a part-time violations clerk, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays: None

Absent: None

Abstain: None

- Mr. Lavery requested a motion to authorize advertisement for a new DPW worker subject to certification of availability of funds.

Mr. Hayes made a motion to approve authorization to advertise for DPW worker, which was

seconded by Mr. Farino.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays: None

Absent: None

Abstain: None

- Mr. Lavery requested a motion to raise the part-time snow plow operators' rate to \$25 per hour for CDL, \$20 per hour non-CDL.

Mr. Farino made a motion to raise the part-time snow plow operators' rate, which was seconded by Mr. Hayes.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays: None

Absent: None

Abstain: None

COMMITTEE PERSON COMMENTS:

- SUV – Mr. Farino mentioned an old SUV that involves the Police, the squad, the fire company, and the DPW. No action at this time. It will be determined which department would benefit from the use of the vehicle.
- Warren County Governing Body Meeting – Mr. Hayes stated on Monday, October 28, 2019, he will attend the meeting where Corey Tierney, Warren County Land Preservation will be present. This is the last meeting of the year. Our Committee Members have not yet received their certificates from the last meeting.

Mr. Hayes made a motion to adjourn at 8:56, which was seconded by Mrs. Mora Dillon and carried by all.